

INTODAY · COMPENSATION GUIDE

Independent-Contractor Compensation & Performance Reporting

How a practitioner reviews their own booked earnings, and how an administrator compares provider production, invoiced sales, and appointment-based pay.

Personal earnings

Admin analytics

Compensation pay share

Date & user filters

Start with the right number

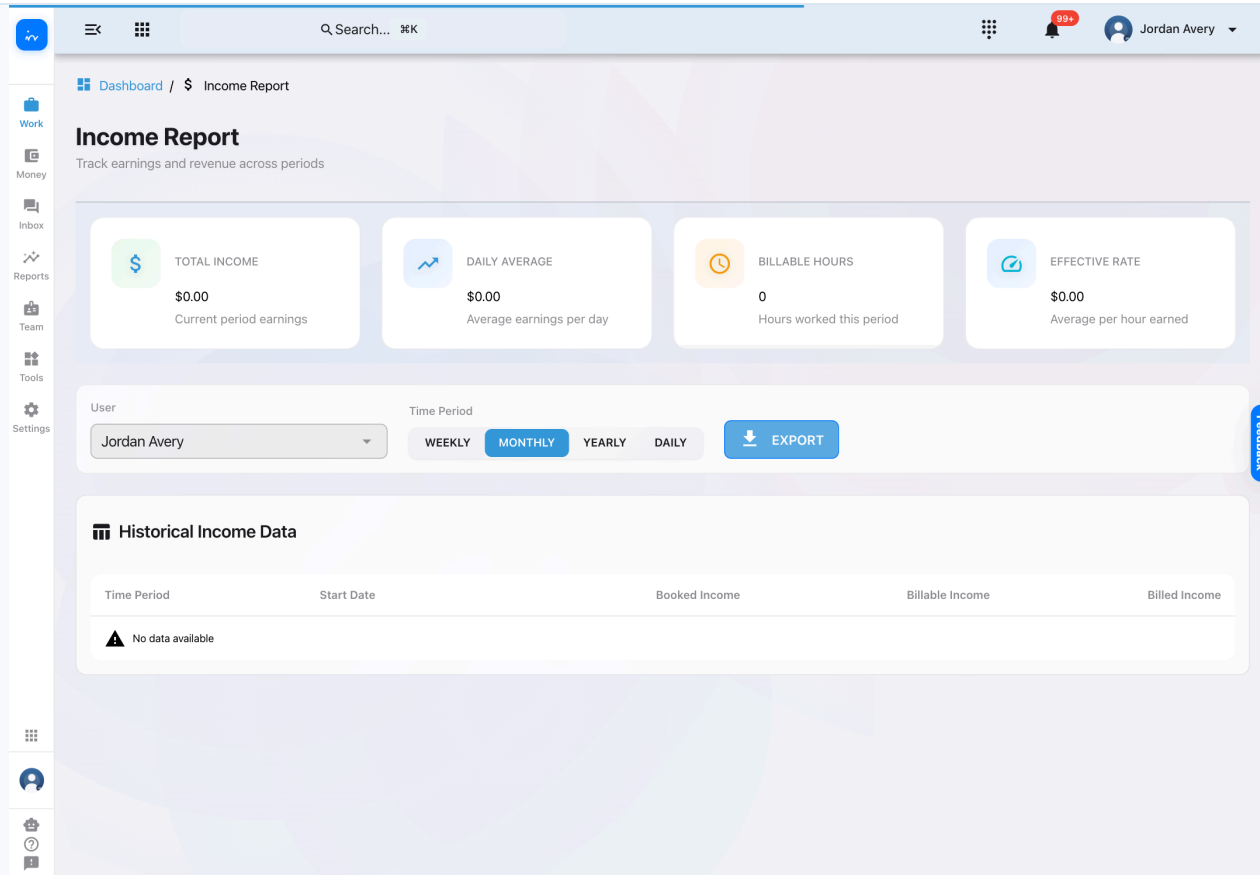
Booked appointment earnings

Use **Dashboard → My Income Report**. It presents one practitioner's period-based earnings and a history with **Booked Income**, **Billable Income**, and **Billed Income**.

Invoiced clinic sales

Use **Reports → Income**. It is an accrual-basis, clinic-wide report of invoiced revenue, GST, collected amounts, and outstanding balances.

Do not treat booked income and invoiced sales as interchangeable. A booked appointment can exist before an invoice is issued or paid. The two screens deliberately answer different questions.



Administrators can use the User picker to review a team member. Monthly, weekly, yearly, and daily period controls are available.

In **My Income Report**, a practitioner sees the period selector and their own historical income without a team-member picker.

Dashboard / \$ Income Report

Income Report

Track earnings and revenue across periods

TOTAL INCOME

\$0.00

Current period earnings

DAILY AVERAGE

\$0.00

Average earnings per day

BILLABLE HOURS

16.6

Hours worked this period

EFFECTIVE RATE

\$0.00

Average per hour earned

Time Period

WEEKLY

MONTHLY

YEARLY

DAILY

EXPORT

Historical Income Data

Time Period	Start Date	Booked Income	Billable Income	Billed Income
2026-10	Oct 1, 2026	\$0.00	\$0.00	\$0.00
2026-09	Sep 1, 2026	\$0.00	\$0.00	\$0.00
2026-08	Aug 1, 2026	\$0.00	\$0.00	\$0.00
2026-07	Jul 1, 2026	\$0.00	\$0.00	\$0.00

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Work

Feedback

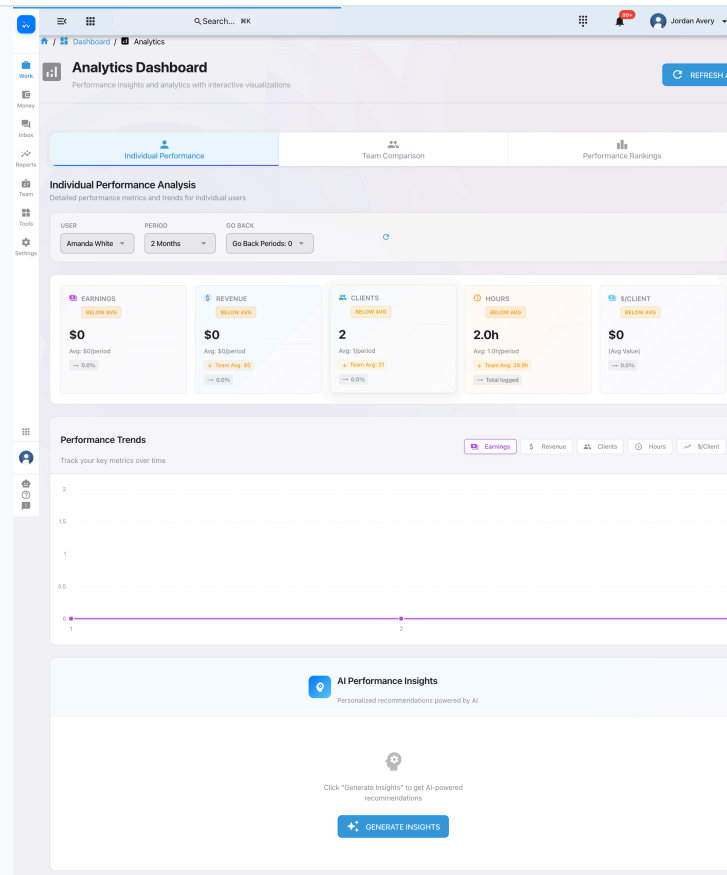
Practitioner view: personal KPIs and historical rows, without a team-member selector.

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Personal and team views are distinct. Practitioners review their own income, while administrators can select a team member when using the team view.

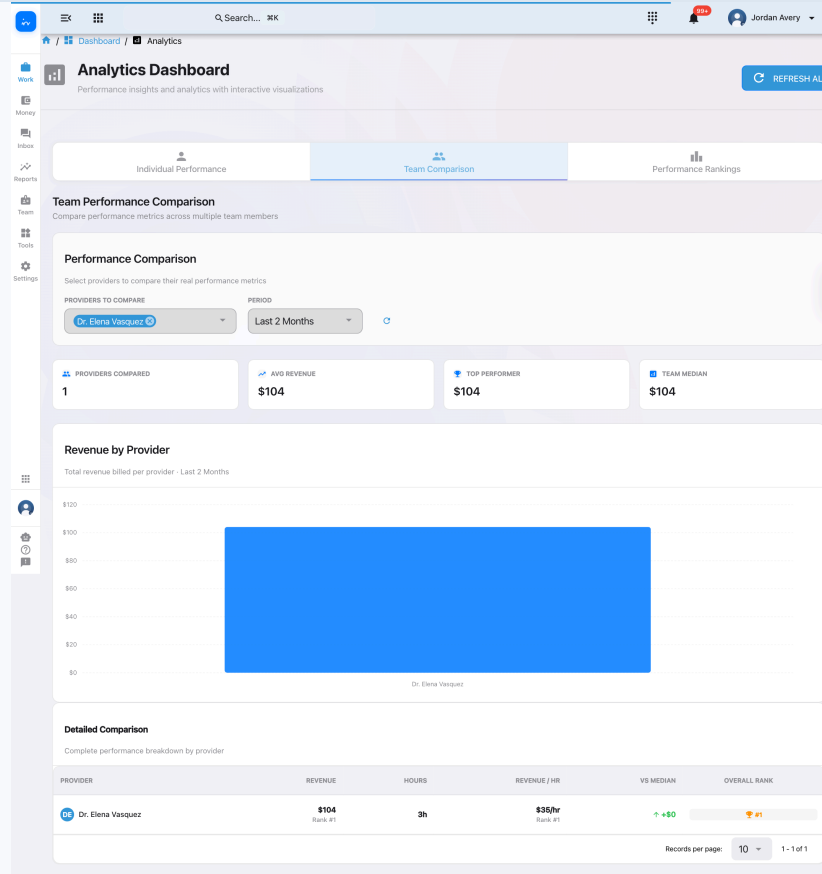
Admin analytics: compare performance over time

Open **Dashboard** → **Analytics**. The **Individual Performance** tab supplies three filters—User, Period, and Go Back—and metric toggles for Earnings, Revenue, Clients, Hours, and \$/Client.



Individual performance: user + lookback filters with metric cards and a trend chart.

The **Team Comparison** tab lets an administrator select providers and a lookback period, then compares revenue, hours, revenue per hour, median difference, and rank.

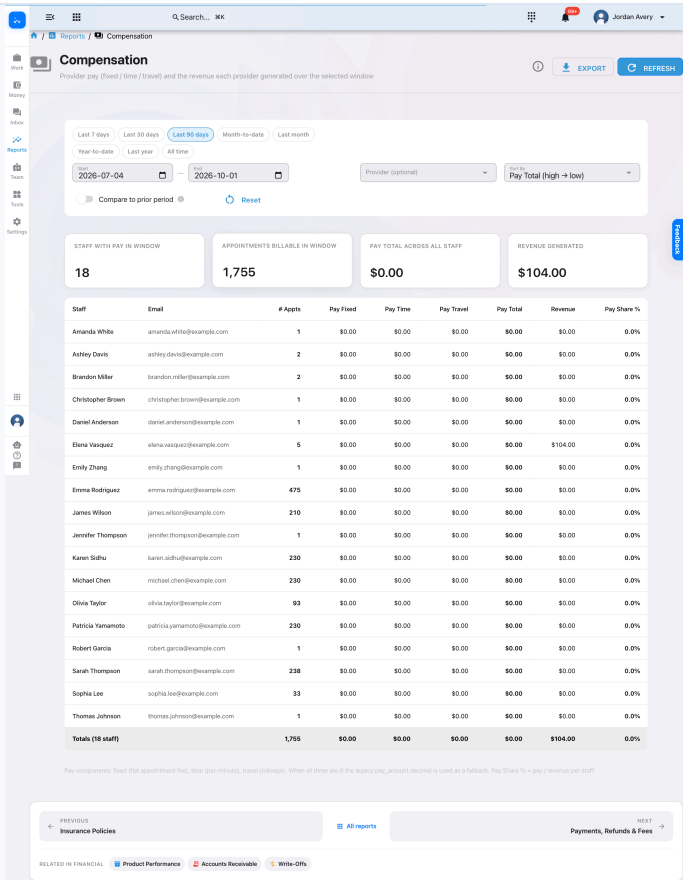


Team comparison: provider selector and Last 2 Months period filter, followed by a side-by-side performance table.

Team analytics are an administrator view. Practitioners use My Income Report for their own earnings history.

Admin compensation: pay components versus invoiced revenue

Open **Reports** → **Compensation**. The report compares appointment pay components—fixed, time, and travel—with **pre-tax invoiced revenue** attached to those appointments.



The report includes date presets, Start/End, optional Provider, Sort By, pay component columns, Revenue, and Pay Share %.

Pay Share %

Independent contractors

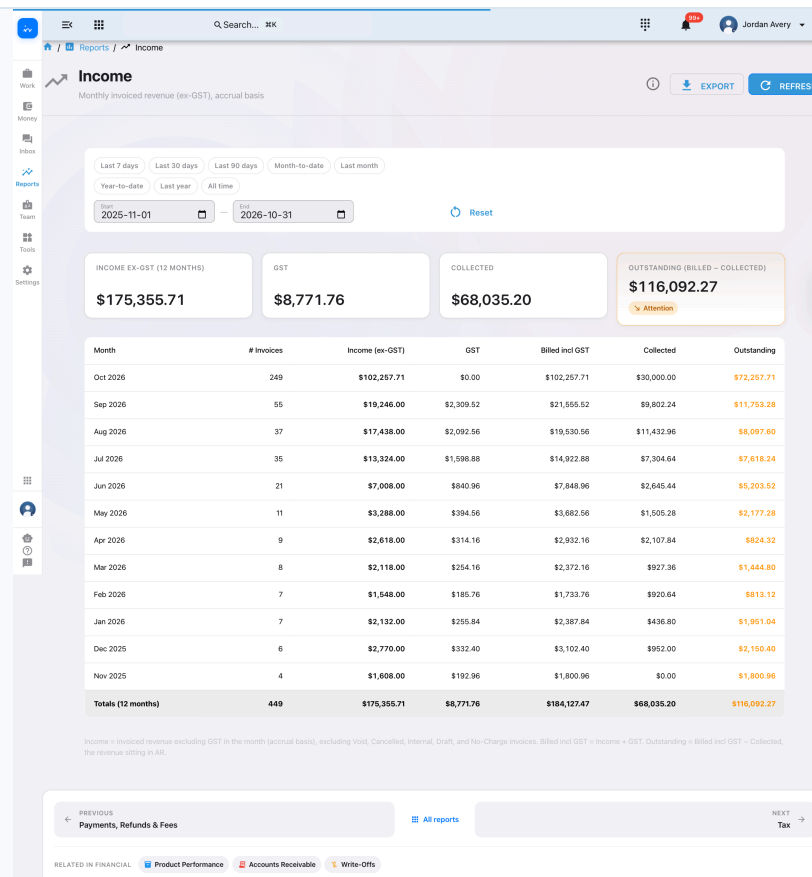
Calculated as provider pay ÷ invoiced revenue for the report window.
This is a profitability signal, not proof of a contractual percentage fee split.

Use this screen to review appointment-linked pay and revenue. It does not prove a contractor payout has been approved, transferred, or cleared by a bank.

Available filters: date presets, Start/End pair, optional Provider, Sort By, compare-to-prior-period, Reset, and Refresh.

Clinic income: invoiced sales, collections, and outstanding

Open **Reports** → **Income** when the question is “what did the clinic invoice?” The report is monthly and accrual-based; it shows income excluding GST, GST, billed including GST, collected, and outstanding.



A 12-month view with custom Start/End dates and invoiced, collected, and outstanding totals.

Use the report for the right question. This clinic-wide sales report is not an individual contractor's earnings statement.

Export compensation data

The Compensation report can download a CSV with Staff, Email, # Appts, Pay Fixed, Pay Time, Pay Travel, Pay Total, Revenue, and Pay Share %.

Before sharing an export: review the selected period, provider filters, and every exported row.

Use compensation reports responsibly

- Reports summarize earnings, pay components, and invoiced revenue; payroll approval and bank transfers remain separate processes.
- Invoiced and collected values describe clinic accounting and do not identify the payment or payroll provider.
- Pay Share % is a comparison of provider pay and invoiced revenue, not a substitute for the contractor agreement.
- Confirm the reporting period, provider, and clinic compensation policy before acting on the numbers.

Use your clinic's approved payroll, accounting, legal, and tax processes for final decisions.